



CITY OF HOUSTON

Im	Applications accepted from:	ALL PERSONS INTERESTED
Job Classification		ADMINISTRATIVE SUPERVISOR
Posting Number		PN# 110822
Department		Department of Public Works & Engineering
Division		Resource Management Division
Section		Utility Customer Service Section
Reporting Location		4200 Leeland *
Workdays & Hours		M – F; 8:00 am – 5:00 pm*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL DUTIES

Performs varied administrative functions in the direction and coordination of programs and procedures of the Division. Supervises, coordinates, trains and evaluates personnel job assignments. Supervises and reviews the development, implementation and maintenance of divisions projects and policies. Coordinates special projects, including planning, research, presentations, promotions and evaluation. Develops and coordinates streamlining and process improvement initiatives to enhance communication and productivity within the Department and customer service to the public. Investigates special problems encountered by employees; responds to calls from the general public that extended beyond the normal scope of subordinates' responsibility. Performs other duties as assigned.

WORKING CONDITIONS

This position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Accounting, Political Science, Psychology or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of experience in personnel, administration, accounting or a closely related field are required. Directly related professional experience may be substituted for education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Preferences will be given to applicants with strong supervisory experience in a project management environment. Extensive customer service experience; Excellent research abilities and written and verbal communication skills . Proficiency with Excel, PowerPoint and Word. Experience working with Information Data Base Systems to research, resolve and respond to customer inquiries. Strong analytical and problem solving abilities.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 22
\$1,277 - \$1,833 Biweekly \$33,202 - \$47,658 Annually

OPENING DATE

May 31, 2006

CLOSING DATE

June 13, 2006

APPLICATION PROCEDURES

Original applications and **resumes** only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. For application status inquiries, please call (713) 837-0571. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our Telephone Device for the Deaf (TDD) telephone number is 713-837-9471.**

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